



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education Division of Program Development 333 State Office Building Atlanta, Georgia	Application Number <b>81-31</b>	
Application Number		Date Received <b>1-9-81</b>	Date Completed <b>1-20-81</b>
2. Person to Contact Lorna Riddle		Working Title Program Development Coordinator	Telephone Number 656-2547
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1977      Present		5. Records Series Title (followed by title used in office; if different) Staff Development Unit (SDU) Credit Files	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The Personnel Development Unit is responsible for providing staff development for all vocational teachers and administrators, Statewide, by administering grants and contracts with colleges, universities, consulting firms and business agencies for staff development programs. The Unit also plans and coordinates Statewide conferences and meetings for staff development training, and coordinates the teacher testing program for certifying vocational teachers.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Assisting vocational teachers in obtaining Staff Development Units (SDU's) as credit toward certification as a result of participating in staff development. Included are: Staff Development Procedures Manual for Vocational Personnel; correspondence relating to SDU credits; and applicants for SDU credit (DE 0224).  File is arranged: Staff Development Procedures Manual - chronologically by calendar year DE 0224 File - alphabetically by last name of teacher applicant.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; Twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
✓		a. Is this the official copy of the series? If not, where is it?
	✓	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	✓	c. Is this a vital record?
	✓	d. Does this series have historical or long term research value?
	✓	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	✓	f. Is the information contained in this series ever published? If yes, attach copy.
	✓	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	✓	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	✓	i. Is this series (or a major portion of it) regularly microfilmed?
	✓	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                      |
|--------------------------|--------------|-----------------------------------|----------------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ 1 _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ 1 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.         |

Attach copy or excerpt of laws or regulations. Explain administrative need.

State audits annually

Staff Development programs frequently built onto or tie into programs of previous years, thus files are needed for reference.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ 3 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	1/7/81	Walker L. Baumgardner	1-7-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	1-16-81
		Secretary of State/Designee	1-14-81
		Attorney General/Designee	1-16-81